

## Pilates Training Institute Fees Schedule

Pilates Training Institute advises students prior to enrolment of:

- The fees applicable to the training and/or assessment to be undertaken;
- The organisation's cancellation and refund policy;
- The nature of the organisation's guarantee should it not be able to deliver the training outlined in the agreement with the student.

Payment plans will be developed for each student so that they may understand their financial obligations to the RTO and may budget accordingly.

### Fees Collected in Advance

As a Registered Training Organisation, Pilates Training Institute is required to implement a process or strategy that will ensure that fees collected in advance from students are suitably protected.

Pilates Training Institute has chosen to meet this requirement by accepting no more than \$1,500 upfront from each student, which is the stipulated threshold prepaid fee amount (refer to Standard 7.3 of the Standards for Registered Training Organisations 2015). This principle does not apply when the fees of a learner are paid by a third party, for example, the student's employer.

### Payment Arrangements

- Payment of invoices is expected within normal business terms of 14 days.
- If government funded candidates transfer to another RTO then fees collected are subject to applicable state, territory or national legislation governing such arrangements.

### Payment Options

On enrolment students will take up one of the following options:

- a) Pay the required upfront fees prior to the commencement of training; or
- b) Present a signed letter from the employer to invoice that employer for the Course Fees (and other charges as applicable) that relate to that student.

Students who fail to take up one of the above options will not be enrolled.

There are two payment options per course: a standard payment option; and a private tuition option. **Please note that the figures below do not include the purchase of self-mastery classes that is a compulsory requirement for the course. These fees are separate and may be found on the Fees Schedule.**

### Diploma of Professional Pilates Instruction

Standard option

\$600 upon enrolment

\$1100 per month for 6 months

Total Fees = \$7200



Private tuition option - All contact time completed through private tuition scheduled to meet student's individual needs.

\$600 upon enrolment

Payments to be made in line with when contact time is scheduled.

Total Fees = \$9700

### **Certificate in Pilates Matwork and Reformer Instruction**

Standard option

\$600 upon enrolment

\$1100 per month for 4 months

Total Fees = \$5000

Private tuition option - All contact time completed through private tuition scheduled to meet student's individual needs.

\$600 upon enrolment

Payments to be made in line with when contact time is scheduled.

Total Fees = \$6300

### **Certificate in Pilates Matwork Instruction**

Standard option

\$600 upon enrolment

\$750 per month for 4 months

Total Fees = \$3600

Private tuition option - All contact time completed through private tuition scheduled to meet student's individual needs.

\$600 upon enrolment

Payments to be made in line with when contact time is scheduled.

Total Fees = \$5700

### **Articulation to Diploma of Professional Pilates Instruction (already completed Certificate in Pilates Matwork 10537NAT)**

Standard option

\$600 upon enrolment

\$875 per month for 4 months

Total Fees = \$4100



Private tuition option - All contact time completed through private tuition scheduled to meet student's individual needs.

\$600 upon enrolment

Payments to be made in line with when contact time is scheduled.

Total Fees = \$6400

### **Reformer units only (must have completed Certificate in Pilates Matwork - drawn from 10537NAT)**

Standard option

\$600 upon enrolment

\$600 per month for 2 months

Total Fees = \$1600

Private tuition option - All contact time completed through private tuition scheduled to meet student's individual needs.

\$600 upon enrolment

Payments to be made in line with when contact time is scheduled.

Total Fees = \$2400

### **Concessions**

Some students who are enrolled in government funded training may be eligible for further concessions. Where further concessions are available, the RTO will review and implement any requirements applicable under state, territory or national legislation governing such arrangements.

### **Financial Hardship**

Students enrolled with Pilates Training Institute may apply for special consideration with regard to their fees if they are experiencing financial hardship.

Financial hardship is defined by Pilates Training Institute as follows:

"Where a student is unable to discharge their financial obligations because of illness, unemployment or other reasonable cause."

Any student who would like to apply for an amendment to their fees or payment schedule due to financial hardship will be required to complete a Financial Hardship form. This form is to be completed prior to enrolment with Pilates Training Institute, or in the event of unforeseen circumstances, during enrolment.

In making application, the student should include the reason(s) behind their hardship. This may include (but is not limited to):

- receipt of pension / government support
- single carer status



- dependents living with you
- unexpected medical or other health issues, especially if likely to be prolonged
- young person who is refused school entry
- young person (under 25) living independently (with no parental support)
- homelessness
- long term unemployed
- recent loss of job, and enrolment at Pilates Training Institute for purposes of retraining
- career change required due to reduced physical capacity

Each case is handled individually and all decisions made are at the sole discretion of the RTO Chief Executive Officer.

The RTO Chief Executive Officer may also, at their sole discretion, devise payment plans for students experiencing financial hardship. It is expected that students will agree to and adhere to the payment plans provided to them.

The Financial Hardship Application Procedure is as follows:

1. Student contacts Pilates Training Institute and expresses an interest in a course offered;
2. Student requests Financial Hardship Form from RTO Administration;
3. Completed form to be returned to RTO Administration;
4. Application to be considered within 5 working days;
5. Outcome of Application sent to student in writing (may also include verbal confirmation over the phone);
6. Student to decide whether to proceed with enrolment or not;
7. If decision made to proceed with enrolment, normal enrolment process followed.

Should a student be in a situation where they are experiencing financial hardship mid enrolment, the same procedure will apply from point 2. The RTO Chief Executive Officer will consider the student's remaining fees when deciding how to progress with the application.

## Refund Policy

A student may make an application for a refund for consideration by Pilates Training Institute. Requests for refunds need to be made in writing and submitted to the RTO Administration Department. Refund Forms are available from the Administration Department as well as from the Pilates Training Institute website.

If the request is made prior to the commencement of training, then a full refund is applicable, minus the withdrawal from course prior to commencement fee of \$150. If a student withdraws from a course prior to its completion for reasons other than those related to occurrences that were beyond their control (see Compassionate/Compelling Refund), then Pilates Training Institute will offer up to a maximum of 30% refund for parts of the course not yet completed or undertaken.

When fees have been paid/will be paid by an employer and the candidate leaves that place of employment, no credit will be available to either the candidate or the employer. Fees paid for a particular individual's training is non-transferable.

Please note that all refunds will be at the discretion of the Chief Executive Officer. Contact sessions attended, resources and text books provided, administration and deferment costs, and fees incurred, will be deducted from the total refund amount provided.



## Compassionate/Compelling Refund

Partial refunds will only be considered if students withdraw for reasons of personal circumstances beyond their control, for example, the loss of a loved one. In all cases relevant documentary evidence will be required.

Requests for partial refunds must be lodged in writing within two weeks of the withdrawal date. Pilates Training Institute will refund up to 30% of the course fees to successful applicants.

Please note that all refunds will be at the discretion of the Chief Executive Officer. Contact sessions attended, resources and text books provided, administration and deferment costs, and fees incurred, will be deducted from the total refund amount provided.

## Extensions

Students seeking extra time to complete an assignment may apply for an extension by submitting a Variation to Training Schedule form. All applications for individual assessments will be charged at a rate of \$60 per application. Upon receipt of the Variation to Training Schedule form, an invoice will be issued for the fee. Payment is required within 7 days from the date of invoice.

The standard extension period granted is 2 weeks. Extension requests for a period longer than 2 weeks may be considered at the discretion of Pilates Training Institute, and further fees may apply.

Pilates Training Institute reserves the right to refuse an extension in its absolute discretion.

## New Individual Assessment Schedule

Whereby a student requests an extension of time for two or more assessments (in one application and after course commencement), a new Individual Assessment Schedule will be required. The fee for a new Individual Assessment Schedule is \$150.

## Deferments

Students seeking to defer their studies must do so by submitting a Variation to Training Schedule form. Students must state their intention to defer prior to the commencement of training or within 2 weeks following the commencement of training. Requests made after this time may be granted at the discretion of Pilates Training Institute.

Deferments will only be granted for a period/periods accumulating to a total of 12 months. A \$100 administration fee per deferment application will apply.

Upon receipt of the Variation to Training Schedule form, an invoice will be issued for the fee. Payment is required within 7 days from date of invoice. The deferment will be granted only once payment has been received.

Prior to the deferment period ending, Pilates Training Institute will contact the student by email to confirm their intention to resume their studies. Once confirmed a new Individual Assessment Schedule will be issued. Should the student indicate that they do not wish to resume their studies at that time a new application will be required. If Pilates Training Institute does not receive a response from the student within 7 days, it will automatically be assumed that the student does not intend to continue with their training and they will be withdrawn from the course.



## Withdrawal from course

Students that wish to withdraw from their course prior to the course commencing, are required to submit a Withdrawal Form. A \$150 administration fee will apply.

Students that decide to withdraw from their course after the course has commenced, are required to submit a Withdrawal Form. A \$50 administration fee will apply.

## Other Fees and Charges

Incidental fees and charges are listed on Pilates Training Institute Fees Schedule. Items on this list include, but are not limited to, fees pertaining to the late submission of an assessment without an approved extension, rescheduling the date and time of a written assessment, replacement of lost certificates and fees associated with multiple re-assessments.

## Pilates Training Institute Cancellations or Postponements

Should unforeseen circumstances occur that impact on the successful commencement delivery of the course in question, then Pilates Training Institute will advise all clients/participants at least 3 working days prior to the course commencement date.

Where at all possible the course or training module will be offered at alternative times and dates. If clients/participants are not able to attend alternative courses or training modules, all fees paid for that course or training module will be fully refunded.

Pilates Training Institute will also endeavour to provide students with the contact details of an alternative provider should students wish to pursue that avenue. Where Pilates Training Institute is forced to halt a course or program midway, the company will endeavour to refund any fees collected for phases of study not yet completed and also assist students in every way possible to find a suitable alternative provider.

## Transferring enrolment

This situation can arise when a student decides to request a change to their enrolment after their course has commenced. This is applicable in one of the following situations:

- a) A student is enrolled in the Diploma of Professional Pilates Instruction and wants to transfer to the Certificate in Pilates Matwork Instruction; or
- b) A student is enrolled in the Certificate in Pilates Matwork Instruction and wants transfer to the Diploma of Professional Pilates Instruction.

A student is required to request and submit a Transfer of Enrolment form.

The fee to execute either of these two options is \$300 and encompasses:

- transition of resources;
- issuance of a new Individual Assessment Schedule;
- cancellation of the current enrolment; and
- processing of the new enrolment, including a new payment agreement schedule.

Once the transfer of enrolment form has been approved, an invoice will be issued for the \$300 fee. Payment is required within 7 days from the date of invoice.



During the approval process a review of fees paid to date will be undertaken and the remaining fees applicable will be determined.

### Fees Schedule

Course Fees	All Prices Incl. GST
Diploma of Professional Pilates Instruction 10537NAT	Refer to Payment options
Certificate in Pilates Matwork and Reformer Instruction - units drawn from 10537NAT	Refer to Payment options
Certificate in Pilates Matwork Instruction	Refer to Payment options
Articulation to Diploma of Professional Pilates Instruction (already completed Certificate in Pilates Matwork 10537NAT)	Refer to Payment options
Reformer units only (must have completed Certificate in Pilates Matwork) - drawn from 10537NAT	Refer to Payment options
Basic Anatomy and Physiology	\$450
Incidental Fees	
Recognition of Prior Learning - All Courses	Price on application
Application for Extension of single assessment (2 weeks)	\$60
Application for Deferment	\$100
Late assessment submission (without approved extension)	\$75
New Assessment Schedule (this applies for extension applications for two or more assessment due dates, after course commencement)	\$150
Transfer of enrolment	\$300
Application for rescheduling date and time of written assessment (exam)	\$50
Application for issuance of Statement of Attainment Certificate prior to completion of Diploma of Professional Pilates Instruction 10537NAT	\$150
Re-print and issue of Certificate	\$50 (+ postage if required)
Withdrawal from course after commencement	\$50
Withdrawal from course prior to commencement	\$150
Private tuition (in the event of missed contact sessions)	\$150/hr
Re-attendance for any contact session	\$150 per session
Ezidebit transaction	\$0.88 for bank account transaction 1.37% for VISA/Mastercard transaction
Failed payment	\$25.00 per failed transaction
Additional Student uniform top	\$35
Self-mastery for all Pilates Instruction Courses	Price on application

*Pilates Training Institute will review this schedule from time to time. Pilates Training Institute reserves the right to introduce or increase appropriate fees and charges, and to amend the procedures as required.*